



Rhode Island Office of Economic Recovery and Reinvestment


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www.recovery.ri.gov

Memorandum

To: State Agency ARRA Liaisons and State Award Sub-recipients

From: Jamia McDonald, Director 

Date: August 14, 2009

Re: Updated ARRA Section 1512 Reporting Information

Recently, federal agencies coordinating ARRA section 1512 reporting have issued several documents that affect the upcoming OERR-managed reporting "dry run" that is scheduled to take place on **September 10, 2009**. This memorandum identifies these documents and describes their impact upon State Agencies receiving awards under ARRA, as well as sub-recipients receiving ARRA funds through State Agencies. This memorandum also provides new instructions for the September Dry Run, which supersede the instructions given in my July 30, 2009 memorandum regarding ARRA Section 1512 Reporting Dry Runs.

Recently Issued Documents Impacting §1512 Reporting

The following documents, which have been issued by the Office of Management and Budget (OMB) and the Recovery Accountability and Transparency Board (Recovery Board), provide new guidance to those entities required to report pursuant to section 1512 of ARRA:

- An Updated Data Dictionary. A new version (3.0) of its Recipient Reporting Data Model has been issued. The update changes certain data elements, and provides clarification of certain definitions. The Data Dictionary can be found on www.recovery.gov and on www.recovery.ri.gov/subrecipient/
- New Excel Reporting Templates. On August 11, 2009, OMB issued new reporting workbook templates in MS Excel format implementing the changes made to the data dictionary. OMB's new workbooks have an entirely new "look and feel", and reporting entities can "hover" their mouse cursors over cells in the workbooks, and receive specific instructions for individual data elements. In addition, the workbooks have been reorganized, and duplicative fields in the workbooks have been removed. Templates are available on www.recovery.gov and on www.recovery.ri.gov/subrecipient/
- FAQs. Both the Recovery Accountability and Transparency Board and OMB have issued recipient reporting FAQs, which State Agencies and sub-recipients should review prior to reporting. FAQs can be found at www.whitehouse.gov/omb/recovery_default/

Changes to Reporting Templates:

OMB has issued two new workbooks. Which workbook template you use is driven by the type of financial arrangement you have with the Federal government.

1. Reporting Workbook Template for Contracts – this workbook has three tabs: Instructions, Prime Recipient, and Sub-Recipient.
2. Reporting Workbook Template for Grants and Loans – this workbook has four tabs: Instructions, Prime Recipient, Sub-Recipient, and Vendor.

Changes for the September 10, 2009 Dry Run:

State Agencies and state award sub-recipients should **use the new reporting workbook templates** available on www.recovery.gov for the September Dry Run. It is important that you communicate to your sub-recipient which workbook to use when reporting. The workbooks are also available on our website at www.recovery.ri.gov/subrecipient

State Agencies and sub-recipients should use the template available on recovery.gov only for the upcoming September Dry Run.

Instructions on Creating, Naming, and Submitting Reporting Workbook Templates

Prime Recipients

1. Select the appropriate Reporting Workbook Template to create a new workbook for each award. The Prime Recipient shall use the template to save a new document in Microsoft Excel Workbook format. On the File Menu, click "Save As" and use the naming convention format below.
2. Naming Convention for each Prime Recipient workbook created shall be: **[Prime Recipient]_[Program Name]_[Grant/Award Number].xls** For example, DLT reporting on its "ABC" Program which had a federal award number of "12345678" would save its reporting workbook as "DLT_ABC_12345678.xls."
3. Prime Recipients (i.e., State Agencies) shall submit their completed workbooks to OERR via the OERR Intranet. **Workbooks must be submitted to OERR on or before September 10, 2009.**

Sub-recipients

1. Select the appropriate Reporting Workbook Template to create a new workbook for each sub-award you receive. The Sub-recipient shall use the template to save a new document in Microsoft Excel Workbook format. On the File Menu, click "Save As" and use the naming convention format below.
2. Naming Convention for each Sub-recipient workbook created shall be: **[Awarding State Agency]_[Program Name]_[Grant/Award Number]_[Sub-Recipient Entity Name].xls** *For example, XYZ Org., a sub-recipient, reporting on the "ABC" Program administered by DLT which had a federal award number of "12345678" would name its file DLT_ABC_12345678_XYZ Org.xls.*
3. Sub-recipients shall submit their completed workbooks to OERR via email to recoveryri@gov.state.ri.us. If a sub-recipient receives multiple sub-awards, each workbook should be sent in a separate email. The email subject line should be the name of the file. ***Workbooks must be submitted to OERR on or before September 10, 2009.***

If you have any questions, please contact OERR at recoveryri@gov.state.ri.us or at 401-222-8200.